

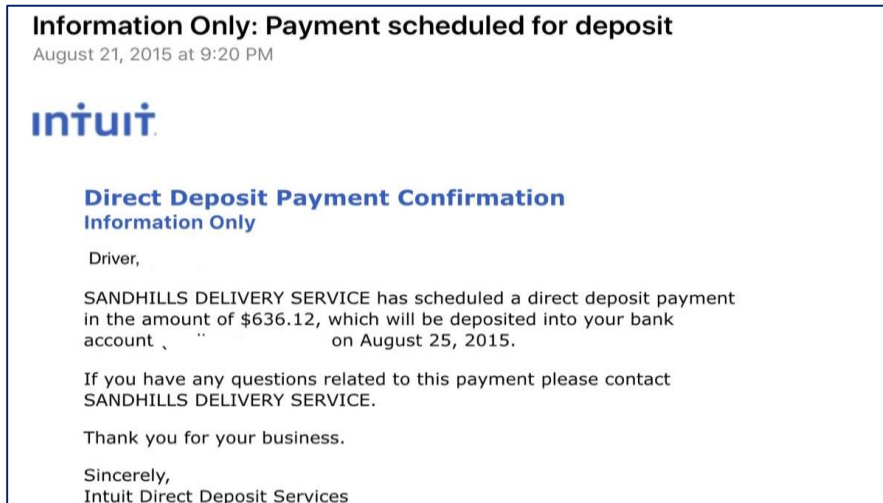


## How to Check Pay Reports

At Sandhills Delivery service we email you your statement. You receive two emails, one is from Intuit payroll services which is an automatic email sent from them, the second one is sent from Sandhills Delivery service for payroll reports. You will usually receive these a couple days before the 5th and 20th, which are the days we get paid each month.

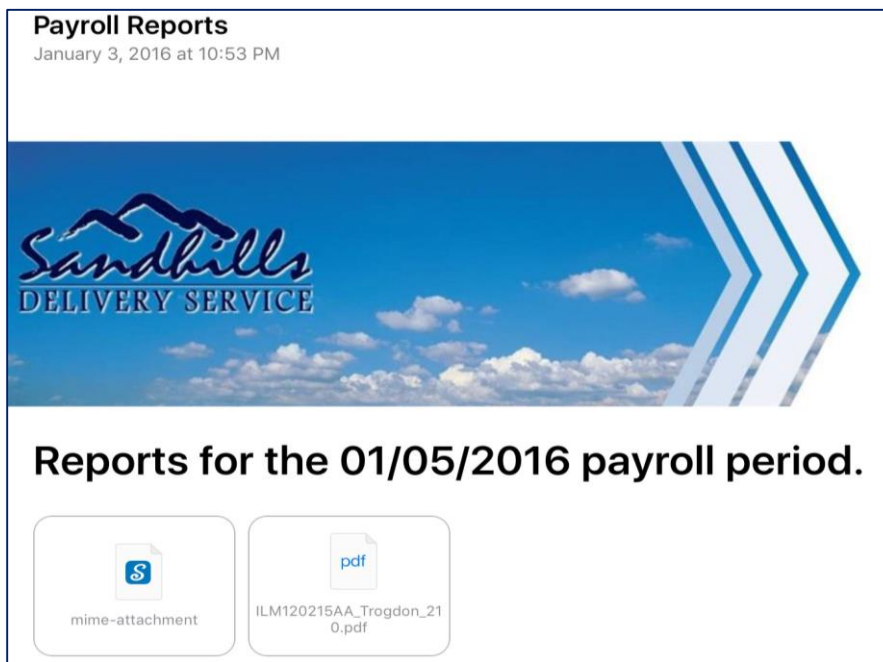
Email- electronic mail, this is the address you gave to us to send you information as a Contract driver.

Intuit Payroll Service- this is an automatic email that is sent to you directly from Intuit that gives you a total sum of what your paycheck will be. (pic 1)



(Pic 1)

Sandhills Delivery Payroll Report- this email contains PDFs of each individual airline's invoices that shows you what you did for a certain time period of deliveries. (pic 2)



(Pic 2)

PDFs- is a technical term that is a style of file that computers can read. The PDFs that are used in the emails are our driver report/invoices.

### How to read a Driver Report:

First off, make sure once you have opened the email, you click on a PDF file. Again it is by airline, so only deliveries made for a particular airline will show on that invoice.

In the top left corner: you have the airline, invoice date, and invoice number (the invoice number is what we will be checking with rbags) (pic 3)

BDO #	Claim Ref #	Last Name	Zone	Del Date	Driver #	Ttl Del Cost	Percentage	Payout
ILMAA0000151099	0AJAA00001471	HOUK	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151114	0AJAA00201345	HAMID	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151122	ILMAA00201463	CERVONE RICHARDS	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151128	0AJAA00201511	TOMAX	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151139	0AJAA00201448	MIEDEMA	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151145	0AJAA00201485	AQUINO	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151158	0AJAA00201495	EUCEDA BENITES	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30
ILMAA0000151165	0AJAA00201379	GARDNER JR	F	12/01/2015	210 - Trogdon	\$49.00	70%	\$34.30

**Summary Total: \$274.40**

(Pic 3)

Across the page you will see subcategories: (pic 3)

**BDO#**- this is the number that was assigned to that delivery

**Claim Reference #**- this the number that is assigned to the passenger when they create the claim of the missing bag. This is also another way for us to verify.

**Last Name**- this is the last name that is on the BDO

**Zone**- this tells you where the location of the delivery was in reference to the airport zip code.

**Delivery Date**- this was actual day of delivery recorded in rbags.

**Driver#**- this is the driver who delivered it, and should be you!

**Total Delivery Cost**- (revenue) this is the total pay that Sandhills delivery received for said delivery.

**Percentage**- this will show at what percentage each delivery was paid out at.

**Payout**- this gives dollar amount of what you are being paid

**Summary Total**: this shows final total of all payout (You would take this amount and add it up with your other invoices from the other airlines to total your check for that pay period.

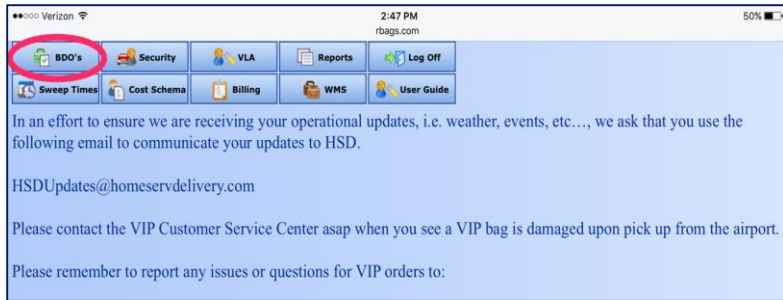
### How to verify invoices using rbags:

You need to have a basic knowledge of how rbags work. For this you need to go through Module 6 and watch the video that is part of that training.

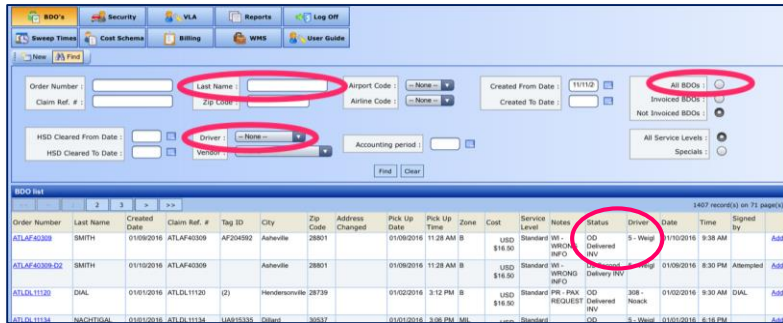
Going through your paperwork (Customer Copy, Module 1) based off the payment schedule that is given as a reference, that can be found under the download button on the contractor page, you see a delivery that you believe should have been on a pay period. (sandhillsdelivery.com/Contractor.html)

First on the pay report go through the list under the subcategories to verify by name, BDO #, and possibly Reference# that it is not there.

Second pull up rbags, click on BDOs (pic 4), type in passengers last name in designated area (be sure to click all BDOs, top right), click find and verify that you have the correct delivery by BDO #. Once you are sure that you are looking at the correct delivery, verify your name is on the delivery and that the status is at delivered invoice. (pic 5)



(Pic 4)



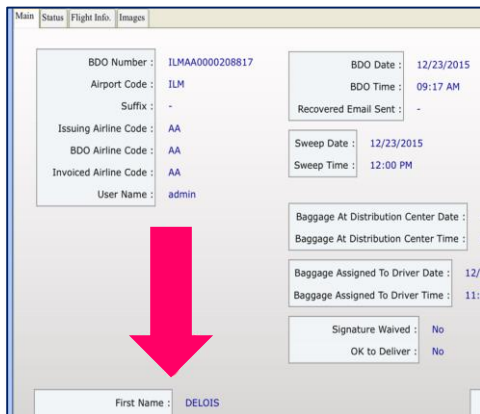
(Pic 5)

If all of that looks correct, then click on the BDO # all the way to the left (in blue). (pic 6)

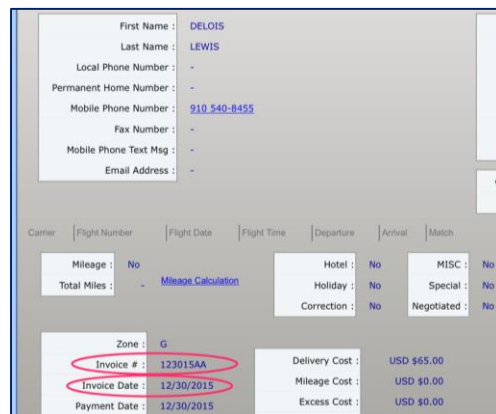


(Pic 6)

This will bring you to a second page that has more information about the delivery. (pic 7)



(Pic 7)



(Pic 8)

Scroll the page down and on the left side of the page you will see an area that says invoice. (pic 8)

Looking at the invoice # there, compare it to the invoice# on the payroll report... (pic 9)

**Driver Report**  
**American Airlines ILM**  
**Invoice Date: 01/05/2016**  
**Invoice: 120215AA**

Carrier: | Flight Number: | Flight Date: | Flight Time: |

Mileage: No  
Total Miles: - [Mileage Calculation](#)

Zone: F  
**Invoice #: 120215AA**  
Invoice Date: 12/02/2015  
Payment Date: 12/02/2015  
Other Cost: USD \$0.00

BDO #	Claim Ref #	Last Name	Zone	Del T
ILMAA0000151099	QAJAA00201371	HOUK	F	12/0
ILMAA0000151114	QAJAA00201345	HAMID	F	12/0
ILMAA0000151122	ILMAA00201463	CERVONE RICHARDS	F	12/0
ILMAA0000151128	QAJAA00201511	TOMAX	F	12/0
ILMAA0000151139	QAJAA00201448	MIEDEMA	F	12/0
ILMAA0000151145	QAJAA00201485	AQUINO	F	12/0
ILMAA0000151158	QAJAA00201495	EUCEDA BENITES	F	12/0
ILMAA000015	QAJAA002013	GARDNER JR	F	12/0

(Pic 9)

If the number/date on rbags is before the number on the report that means you were paid on an earlier check. Go through earlier steps with previous pay report, if not there please contact management.

If the number/date is the same, it should be there. If it is not there, contact management immediately so they can verify and rectify the issue.

If the number/date is after the information on the report that means that BDO will be paid later, more than likely next pay period. Make a note and be sure to check that first off of next pay report.

As always, if any questions arise please contact management for assistance.